

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD
INSTRUCTION 11-101**



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Flying Operations

FLYING HOUR MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 11-1, *Flying Hour Program*, by providing guidance to the National Guard Bureau (NGB) staff and Air National Guard (ANG) flying units outlining responsibilities, policies, and procedures for planning, programming, and executing the ANG flying hour program. It also provides guidance and policy for unit level planning and reporting flying-hour execution. This instruction is applicable to all ANG flying organizations including detachments, and associations. Failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92, Uniform Code of Military Justice (UCMJ); or that noncompliance may result in punishment under Article 92, UCMJ. This instruction recognizes that command authority is exercised by the State Adjutants General; the NGB provides policy and management guidance. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

SUMMARY OF CHANGES

This document is substantially revised and should be completely reviewed. Revisions include changes to execution forecasting, reporting procedures for execution review periods, programming and execution procedures for active duty/guard associations, and flying hour funding.

1. General Information.

1.1. Program Objective: The objective for the Air National Guard Flying Hour Program (FHP) is to provide ANG units with flying hour resources to accomplish validated weapon system Volume 1 training requirements, to ensure the highest level of aircrew training and readiness, and to fully execute the approved flying hour program as funded in the President's Budget (PB).

1.2. Fiscal year flying-hour Operations and Maintenance (O&M) programs may not be exceeded without NGB/A3/FM approval. Likewise, the Transportation Working Capital Fund (TWCF) program, and its expense authority, may not be exceeded without prior approval from Headquarters Air Force Operational Training Division (HQ USAF/A3OT) and coordination with Headquarters Air Mobility Command, Training Resources Branch, Aircrew Operations and Training Division (AMC/A37TR).

1.2.1. Units must fly within the limits of their specific weapon system Program Element (PE), and schedule missions accordingly to fully execute their annual flying hour allocation. Annual allocations may consist of O&M, incremental contingency, and/or TWCF airlift hours.

1.2.1.1. There may be situations during Overseas Contingency Operations (OCO) when training missions must be accomplished to maintain aviation skill proficiency, and in those cases, O&M training hours may be executed at the deployed location provided the mission is scheduled, planned, and executed for the sole purpose of training. Otherwise, all hours flown for deployment, employment, and re-deployment must be charged to the contingency operation as incremental O&M contingency hours or TWCF airlift hours.

1.2.1.1.1. Exception: The 116 ACW will conduct operational contingency missions using ANG O&M flying hours allocated in the 0502581F Program Element Code (PEC).

1.2.1.2. ANG aircraft will not fly training missions from Continental United States (CONUS) locations into and terminate in a theater of operation or Area of Responsibility (AOR). Only missions scheduled in direct support of contingency operations and authorized by the combatant commander will be approved and those only when using incremental contingency flying hours.

1.2.1.3. Annual execution forecasts must include realistic and executable requirements for operational training, OCO, and TWCF airlift hours.

1.3. NGB/A3 will ensure that each unit is allocated adequate flying hours for their aircrew to attain and maintain aviation skills necessary to successfully accomplish state, federal, and HHQ directed operations.

1.4. Units are responsible for planning, scheduling, and executing their entire annual flying-hour allocation. Wing commanders will ensure that a Flying Hour Working Group (FHWG) is formed, and meets on a regular basis. The FHWG will consist of, as a minimum, representatives from maintenance, financial management, and operations.

1.4.1. It is recommended that representation from operations scheduling and maintenance plans and scheduling participate in all FHWG meetings.

1.4.2. Unless otherwise appointed by the Wing Commander, the Operations Group Commander (OG/CC) or the Air Operations Officer (AO) will chair the FHWG.

1.4.3. FHWG meetings will be held not less than quarterly. Meeting minutes will be documented and maintained in operations in accordance with (IAW) the web RIMs Records Disposition Schedule (RDS).

2. Roles and Responsibilities.

2.1. NGB/A3 is the Office of Primary Responsibility (OPR).

2.1.1. NGB/A3E has the responsibility to manage the execution of the Air National Guard FHP.

2.2. NGB/FM, NGB/A4, and NGB/A8 have coordinating responsibilities and are considered Office of Coordinating Responsibility (OCRs) for this instruction.

2.3. Wing/Group Commanders will establish and ensure their local FHWG's comply with the provisions of this ANGI.

3. Programming.

3.1. NGB/A8 programs the overall ANG FHP and then submits those requirements in the ANG's Program Objective Memorandum (POM) request to the Air Force Corporate Structure. The ANG program becomes funded once the National Defense Authorization Act has been signed for the fiscal year, at which point the ANG is authorized and is expected to execute its enacted FHP to the maximum extent possible.

3.2. Program Element Monitors (PEMs) and Force Programmers will utilize standard Air Force (AF) methodology and lead command models when developing the ANG FHP, IAW AFI 11-102, *Flying Hour Program Management*. PEMs may validate unique training and mission requirements with NGB/A3 and other functional experts to ensure all requirements and concerns are addressed when developing the ANG program.

4. Model Development.

4.1. PEMs and Force Programmers will use lead command models as directed in AFI 11-102. The model will consist of five core components: Force Structure, Aircrew Data, Requirements, Calculation, and Summary. For operational flying units, the relationship of these components expresses the mathematical description: force structure determines the total number of pilots, and pilots multiplied by requirements determine the total number of flying hours. For formal training units, the mathematical description is: average daily student load multiplied by the average number of hours per student per day, multiplied by the number of training days determines force structure.

5. Program Management.

5.1. Management of the FHP is among a flying unit's most important peacetime responsibilities. The goal of the program is to provide the highest level of aircrew training, proficiency, and mission capability with available resources.

5.2. Program management starts with the initial planning phase and continues through the year of execution including Budget Execution Review (BER) II at mid-year and BER III for end-of-year (EOY) close out.

5.2.1. Planning starts approximately nine months before the new fiscal year (FY), and continues through the year of execution. During the year of execution, units may fine-tune their current year requirements at BER II (mid-year), and again at BER III EOY close out.

5.3. Units should use the standard ANG utilization rate for their specific weapon system when establishing their annual flying hour requirement. ANG utilization rates can be found on the ANG Flying Resource Management Community of Practice (CoP) web site on the Air Force portal.

5.4. Planning is the cornerstone to successful execution. Accurate long range planning is extremely important for Headquarters United States Air Force (HQ USAF), Secretary of the Air Force, Financial Management (SAF/FM), and NGB/A8/A3/A4, in order to prepare forecasts for critical programs and commodities. Accurate unit planning is vital to unit funding and mission accomplishment.

6. Allocation Process.

6.1. Annual flying-hour requirements are established by the unit's FHWG, and then forwarded to NGB/A3 for approval and allocation. These requirements must include all projected hours required to support operational missions, training, contingency/AEF operations, and TWCF airlift missions.

6.1.1. The ANG flying hour program manager will review all requirements and coordinate approval with NGB/A3. Following NGB/A3 approval, the FY allocations will be posted on the AF Portal, in the ANG Flying Hour Resource Management CoP. It is the unit's responsibility to verify that the published allocations are correct and support the unit's needs.

6.1.2. Annual allocations may consist of three categories of flying hours: O&M, TWCF Airlift, and O&M-R (reimbursable) flying hours.

6.2. O&M hours will support unit training including exercises and training based deployments exercises.

6.2.1. Incremental flying hours support Higher Headquarters (HHQ) directed Overseas Contingency Operations (OCO) including Operation Enduring Freedom (OEF), Operation Iraqi Freedom (OIF), and Operation Noble Eagle (ONE). Flying hours for these missions are included in the annual allocation to the units when requested.

6.3. TWCF hours may only be executed by AMC gained aircraft. TWCF hours will be included in the unit annual FH allocation when requested.

6.3.1. Maximum TWCF levels are established in agreements with HQ AMC. Over execution must be coordinated and approved by HQ USAF/A3O and HQ AMC/A37TR.

6.4. Changes to the allocation will result in parallel changes to associated funding. Funding for changes in allocations will be based on current TWCF cost factors.

6.4.1. Flying hour allocations are authorized and adjusted at the following times during the fiscal year. Units will submit their requests for all allocations and adjustments using the sample provided in Attachment 2 of this instruction.

- 6.4.1.1. Initial allocation. The initial allocation is provided to units based on a validated requirement from the unit in the month prior to the beginning of the fiscal year.
 - 6.4.1.2. The BERII, or mid-year execution review, immediately follows the completion of the first six months of flying in the fiscal year. Units must review, confirm, and request their yearly total flying hour requirements and submit those requirements to NGB/A3 for approval to execute.
 - 6.4.1.3. The BER III, or third quarter execution review, immediately follows the completion of flying nine months into the fiscal year, normally the first week of July. Units must review, confirm, and request their EOY total flying hour requirement, and then submit those requirements to NGB/A3 for approval to execute.
 - 6.4.1.4. End-of-year or fourth quarter adjustments will only be made to support unexpected HHQ flying requirements such as OCOs, national or state emergencies, or natural disasters.
- 6.5. Once a final allocation is approved units are expected to execute that allocation.
- 6.6. In order to conserve resources, including aviation fuels, units should not schedule known non-productive sorties within the last week of the fiscal year for the sole purpose of executing their allocation. Effective scheduling should ensure that every sortie has a value added training objective.

7. Flying Hour Funding.

- 7.1. Under the Cost Per Flying Hour (CPFH) reimbursement process, funds for Depot Level Repair (DLR), Element of Expense/Identification Code (EEIC) 644, and Fly Supply EEIC 605 are not distributed to ANG Flying units. Units will receive funding for Fly Government-wide Purchase Card (GPC) EEIC 61952, Non-fly Aviation Petroleum Lubricant AVPOL EEIC 693, and for AVPOL EEIC 699. The CPFH funding for EEIC's 644 & 605 are centrally managed by NGB/A4PY by weapon system PE. These funds are tied directly to the flying hour allocations authorized by NGB/A3 and actual hours executed during the fiscal year.
- 7.1.1. The central management of these two EEIC's, 644 & 605, provides what appears to be free issue to the units, however, the NGB has the responsibility of managing the overall fly budget and costs will be expensed at Bureau level.
 - 7.1.2. For detailed funding guidance refer to the Weapon System Sustainment section of the NGB/FM Financial Guidance.

8. Overseas Contingency Operations (OCO) and HHQ Directed Mission.

- 8.1. For the purpose of this instruction, contingencies are defined as operations directed by HQ USAF with tasking from a gaining MAJCOM through the NGB/A3X Operational Plans and Execution Division.
- 8.2. All flying hours logged during deployment, employment, and redeployment phases of OCOs will be coded with ANG mission symbols for the specific contingency being flown. Airborne spares will also log hours for the specific contingency.

9. Mission Identification Number and Aircraft Utilization Codes.

9.1. Mission Identification Number Guidance (Mobility Air Forces (MAF) unit's only): Overall mission number guidance can be found in the MAF Mission ID Encode/Decode Procedures. The most current Encode/Decode guidance is located on the AMC A3OC website on the AF portal. A link is located on the ANG Flying Hour Resource Management CoP. The purpose of this paragraph is to bring to the attention of the users of this regulation the association of the mission number to the mission symbols that should be used for different types of missions. The third character of a mission number has a direct relationship with the mission symbol and assists in determining the correct mission symbol that should be used with the mission number assigned. This association is noticed most when the flying hour data is entered into G081 by the unit maintenance personal. The G081 system is set up to prevent the entry of incorrect mission symbols that don't match system presets for mission numbers. Integrated Maintenance Data system (IMDS) does not contain these edit features. Incorrect mission number and mission symbol entries directly affect the reimbursement for aircraft operations.

9.2. Aircraft Utilization Code (AUC) / Mission Symbol Guidance (All Units): Mission symbols are the means of tracking all that the Air Force and associated organizations accomplish with the aircraft assigned. Only ANG Mission Symbols from the ANG Master Mission Symbol List should be used on ANG AFTO 781 forms. The ANG Mission Symbol list can be found on the ANG Flying Hour Resource Management CoP. This list is updated on an as needed basis.

9.2.1. For MAF units, in order to determine which mission symbol will be accepted in G081 and match up to the third character of the mission number, consult the G081 AMC Mission Symbol List. All of the symbols listed in this list are not authorized for use on ANG forms; however, this list reflects what third characters will work with the mission symbol. These characters are listed in the column labeled "3rd position" of the G081 list. There is a link on the ANG Flying Hours Resource Management CoP for the G081 list.

10. Non Contingency Deployments and Exercises.

10.1. Non contingency deployments and exercises will use O&M training hours unless otherwise instructed by the tasking activity and coordinated with NGB/A3X. These missions may include CJCS, DoD, Air Force, and ANG exercises.

10.2. Although units may receive AEF participation credit for these deployments, for the purpose of flying hour management, these hours are considered O&M and will be projected, allocated, and executed as O&M training hours.

10.3. If you are supporting an exercise, your hours will be considered either O&M-R or TWCF. If you are participating and receiving training, the hours will be from your unit O&M training allocation. If the airlift or mission is tasked through the Tanker Airlift Control Center (TACC) as a support mission, it will be a TWCF sortie and coded using an Lxxx mission symbol from the ANG Master Mission Symbol List.

10.3.1. When directly supporting a TACC request for a refueling mission, the hour(s) will be reimbursable O&M-R; however, when volunteering to be a participant in the exercise the hours will come from unit O&M training allocations. Units must use TACC mission ID numbers to verify if the flying hour is reimbursable or unit O&M.

10.3.1.1. Use the AMC MAF Mission ID Encode/Decode Procedures instruction to determine compatibility between mission symbols, mission numbers, and funding type.

10.3.2. Each AMC Mission Identification (ID) number has twelve characters. Only a “funded exercise” will have letter identifiers in the 8th and 9th character positions of the mission ID number. AMC publishes an Exercise and Contingency list that includes mission symbols and 8th & 9th character elements. These listings contain the two letter identifiers that correspond to each Exercise and Contingency with the official name of each event. The Exercise and Contingency lists can be found on the ANG FH CoP or at the 618th TACC’s website. Only those missions that appear on these lists are funded missions by AMC.

10.3.3. Fighters, Rescue, and Special Ops participating in exercises will use unit O&M training hours.

11. Counter Drug/Narcotics (Federal and State) Support.

11.1. CONUS Counter Drug (CD) operations in Primary Assigned Aircraft (PAA) or unit possessed RC-26 aircraft will be planned and executed within the unit’s O&M flying hour program. These missions will be coordinated and operated under the control of the state CD office. Counter Drug mission symbols can be found on the ANG Master Mission Symbol List located on the FH CoP.

11.2. OCONUS Counter Drug/Narcotics missions will be flown using O&M-R AF reimbursable funding. Hours for these operations will be included in the unit OCO requirement forecasts and allocations.

12. Military Support of Civilian Authorities (State/Federal Directed Missions).

12.1. The following information is provided for managing and documenting flying hour execution for support of civilian authorities in situations of state and/or national disasters or emergencies. These missions are those in which the main purpose is in direct support of non-military activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the state and nation. These missions may include aerial firefighting, hurricane, tornado and flood relief, and/or Emergency Medical Assistance Compact (EMAC) supported disaster relief, declared emergencies or civil disturbance operations. In most cases, these flying hours will be executed by airlift, tankers, operational support, or rescue type aircraft.

12.1.1. Two scenarios will take place in order to support emergency relief operations.

12.1.1.1. **AF Supported.** The call for airlift assistance will be made from a state Joint Operations Center (JOC) or a federal agency i.e., the Federal Emergency Management Agency (FEMA), who may in turn contact the TACC at AMC. TACC will then contact a unit and the mission will be flown as a Special Assignment Airlift Mission (SAAM) or Channel TWCF airlift mission, and coded according to HQ AMC’s direction using an “M” or “Cxxx” mission utilization code. Units should not seek reimbursement directly from the state for TACC directed TWCF funded missions.

12.1.1.2. **ANG Supported.** The unit is tasked directly by their state headquarters. The ANG Operations Center may expedite the tasking process by coordinating requirements with available resources. Supporting units will fly missions utilizing unit O&M training hours. These missions will be coded as Military Support of Civilian Authorities, IAW AFI 11-401, *Aviation Management*, using T4xx mission symbols from the ANG Master Mission symbol List. Supported states will reimburse supporting units for flying hour expenses.

12.1.2. Units will seek reimbursement at the “Public” rate as identified in AFI 65-503, *US Air Force Cost and Planning Factors*, Paragraph A15-1., which can be accessed through the Air Force Portal.

13. Transportation Working Capital Fund (TWCF).

13.1. TWCF hours provide economic airlift while accomplishing valuable training. TWCF hours are executed while performing Channel, SAAM, exercise or OCO missions. Execution is validated by flying hour data logged by units via mission symbols down loaded from the REMIS data system.

13.2. A portion of the overall ANG airlift flying hour program is identified to support TWCF missions. The ANG does not have its own TWCF funding, but it does have an execution authority based on programmed flying hours. The ANG will only receive funding for hours logged with TWCF mission symbols.

13.3. TWCF hours are included in the unit’s total annual flying hour allocation. The official data source for validating TWCF hour execution is the REMIS data system.

13.4. Units flying TWCF missions must use appropriate TWCF mission symbols in order for the ANG to receive reimbursement. These symbols are the sole source for identifying and documenting TWCF participation. TWCF mission symbols begin with the letter “C”, “L”, “M”, “P” or “R”.

14. Reporting Flying Hour Execution.

14.1. Units must use mission symbols from the ANG Master Mission Symbol List. All squadrons, hosted by an ANG Wings either active or reserve will use symbols from the ANG Master Mission Symbol List when performing a sortie in an ANG owned/possessed aircraft.

14.1.1. ANG squadrons attached to Active Duty or Reserve wings will also use symbol from the ANG Master Mission Symbol List when performing a sortie in an Active or Reserve owned/possessed aircraft.

14.2. Unit ARMS personnel assigned to operations will ensure that all mission symbols used by their flying squadrons are on the ANG Master Mission Symbol List.

14.3. Units will log flying time IAW AFI 11-401/ANG Sup 1, *Aviation Management*.

14.3.1. The operations ARMS and maintenance Plans and Scheduling personnel will coordinate and ensure that those symbols used are correctly linked to the appropriate PEC code for their unit/weapon system in the G081 or IMDS data base. This can only be done by reviewing REMIS data.

14.3.1.1. AMC gained units using G081 should refer to AFI 21-103, AMC Sup 1, para 2.28.5 for detailed instructions for tracking, reconciling, and reporting.

14.3.1.2. ACC gained units using IMDS should refer to AFI 21-103, ACC Sup 1, para 2.28.4.

14.3.2. If an incorrect mission symbol is entered, then an incorrect PEC is charged with the flying hour.

15. Flying Hour Reconciliation.

15.1. The Chief of Aircrew Scheduling and Support Division (i.e. Current Operations, flying hour management) is the operations function responsible for verifying the accuracy of unit flying hour data.

15.2. Flight Records or Current Operations will determine the accuracy of all aircraft utilization data as recorded on the AFTO 781's or TDY utilization message. Annotate discrepancies on the daily utilization reports/flying hour audit list. The Chief of Flight Records or designated representative will sign the validation statement on the daily operational utilization report. Flight Records or Current Operations will coordinate with maintenance debriefing to ensure required corrections were made to the database. (Reference AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, Paragraph 2.28)

15.3. The host unit ARMS office will reconcile the operations records (AFTO 781s) with the host unit A4 Plans & Scheduling Accomplishment Utilization Report (AUR) report. In addition to the normal AUR data, special attention must be made to ensure that the appropriate command PEC has been credited to the time flown in the local data system, IMDS/G081.

15.3.1. Reconciliation should take place on a daily basis IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 7. Reconciliation will also include verification of unit level data entered into G081 or IMDS, Aviation Resource Management System (ARMS) and compare with REMIS. Pay special attention to the flying time, mission symbol and PEC when reviewing the REMIS data.

15.4. Unit level A4, Plans and Scheduling personnel are responsible for correcting errors found if within the allowable timeframe, or to notify the NGB A4 AVDO to have errors corrected at the command level.

15.4.1. Unit level data flows from IMDS or G081 systems to the AF REMIS system. Once the data has changed and is updated, reconciliation must be re-accomplished. If units cannot make corrections locally, they should contact NGB, Maintenance Policy Division (NGB/A4MM) for assistance, DSN 278-8486.

16. Program Execution Measurement.

16.1. The ANG flying hour program is measured in four separate categories; direct O&M, indirect O&M, TWCF, and incremental contingency. Each month a combined report is submitted to Air Staff which details reported executed ANG flying hours from all ANG flying units in the following categories.

16.1.1. Direct O&M. Hours funded in the President's Budget and flown for the purposes of aircrew training.

16.1.2. Indirect O&M. Hours funded by external agencies such as the National Science Foundation, Foreign Military Sales, or Special Operations Command.

16.1.3. TWCF. Hours flown in support of TACC tasked airlift missions.

16.1.4. Incremental contingency. Hours flown in direct support of HHQ tasked O&M operations including OCO.

17. Association and Total Force Integration.

17.1. Descriptions

17.1.1. Classic Associate: When an ANG unit officially associates with and flies with an active duty AF unit on their aircraft, this is called a "Classic Associate" organization. Flying hours are programmed by both commands for their respective aircrew training requirements. Flying time is allocated to each unit by their respective command FH manager, and the flying time will be reported on the AFTO 781 using the mission symbols marked as associate mission symbols on the ANG Master Mission Symbol List. The associate mission symbol will have the appropriate ANG PEC assigned to it through IMDS or G081, and that PEC will properly identify the hours as being from the ANG program. ANG crews must use the ANG Master Mission Symbol List when selecting associate symbols for all training and operational missions. Cost of Business sorties will always be logged against the command that owns the aircraft regardless of who flies the mission.

17.1.2. Active Associate: When the active duty is associating with an ANG organization and flying ANG aircraft, this is called "Active Associate". Flying hours are programmed by both commands for their respective aircrew training requirements. Flying time will be allocated to each unit by their respective command FH manager. The flying hours will be reported on the AFTO Form 781 using the designated associate mission symbol. The associate mission symbol will automatically link the time flown to the appropriate active duty PEC, and the active command will automatically get credit for the time flown. TFI (Total Force Integration) units will be considered "active associates" for these purposes and will use associate mission symbols assigned by their command.

17.1.3. ARC Associate: When the AF Reserve associates with an ANG organization or vice versa, it is called an "ARC Associate". Flying hours are currently programmed by both commands for their respective aircrew requirements. Flying time is allocated to each unit by their respective command FH manager. The flying hours are reported on the AFTO 781 using the associate mission symbol that has been assigned the appropriate Air Force Reserve Command (AFRC) PEC. PEC will be assigned to the associate mission symbols by HQ AMC/A4 for G081 users, and by the host unit maintenance data system administrator for IMDS users. This is accomplished by IMDS or G081 representatives. AF Reserves will use the Associate Mission Symbols assign by their command.

18. Associate Program Guidance.

18.1. During the year of execution all ANG units, including associate organizations, receive an annual allocation based on requirements previously presented by the individual unit to ANG/A3 for validation. Once validated, their requirements are then allocated and distributed to the unit for execution. Units are then responsible for training their crews and accomplishing their mission with their allocated hours.

18.2. Associating units could have two methods for executing their allocations based on how they operate locally. One method is to integrate both organizations into a local flying schedule whereby crews are mixed as needed to accomplish their training and mission, and the other method is to train and operate as two separate organizations. Either way, units will need to document how the hours were executed based on local agreements and follow the established NGB guidance.

18.2.1. CAF Guidance

18.2.1.1. For CAF associate units flying fighter aircraft for training, the time will be charged by using the appropriate mission symbol for the command that required the sortie to be generated, regardless of the command of the pilot that flew the jet.

18.2.1.2. For CAF associate units flying fighter aircraft for OCO missions, the hours will be charged by using the mission symbol for the command that owns and possesses the aircraft.

18.2.1.3. If an associate unit is flying OCO missions on aircraft possessed by their host unit, the associate unit should use the associate symbols regardless of the geographic operating location.

18.2.1.4. Cost of business sorties will be charged to the command that possesses the aircraft.

18.2.1.5. Cost of business or non-training sorties. All cost of business and non-training sorties such as FCFs, air shows, depot or ferry flights, etc, will be logged against the command/unit owning/possessing the aircraft, regardless of the individual crew member(s) flying the sortie.

18.2.1.6. Incentive, orientation, familiarization, and indoctrination flights should be charged to the organization/command benefiting from and generating the sortie.

18.2.2. MAF Guidance

18.2.2.1. For MAF associate units flying training missions, the time will be charged by using the appropriate mission symbol for the command that required the sortie to be generated, regardless of the command of the pilot that flew the aircraft.

18.2.2.2. For MAF associate units flying OCO missions on aircraft owned by units other than their primary host unit, they should use the mission symbol for the command/unit that owns and possesses the aircraft.

18.2.2.3. If an associate unit is flying OCO missions on aircraft possessed by their host unit, the associate unit should use the associate symbols regardless of the geographic operating location.

18.2.2.4. Cost of business sorties will be charged to the command that possesses the aircraft.

18.2.2.5. Cost of business or non-training sorties. All cost of business and non-training sorties such as FCF's, air shows, depot or ferry flights, etc, will be logged against the command/unit owning/possessing the aircraft, regardless of the individual crew member(s) flying the sortie.

- 18.2.2.6. Incentive, orientation, familiarization, and indoctrination flights should be charged to the organization/command benefiting from and generating the sortie.
- 18.2.2.7. For MAF heavy/multi crewed aircraft, a determination will need to be made in the planning phase of the mission as to which command has the primary requirement to generate the sortie. That command will be charged with the flying time and will assign the appropriate mission symbol for the command to be charged. If in doubt, use the command that the aircraft is assigned to.
- 18.3. Flying hours will be allocated directly to ANG units associating with Active Duty or AFRC units by NGB/A3. These hours will be programmed by NGB/A8 and funded using the ANG O&M appropriation.
- 18.4. Flying hours will be programmed and allocated to the Active Duty/AFRC associating unit by their respective MAJCOM A3.

Harry M. Wyatt III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-1, *Flying Hour Program*, 10 August 2004
AFI 11-102, *Flying Hour Program Management*, 5 April 2002
AFI 11-401, *Aviation Management*, 7 March 2007
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 29 June 2006
AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 14 December 2005
AFI 65-503, *US Air Force Cost and Planning Factors*, 17 February 2004
AFI 11-401/ANG Sup 1, *Aviation Management*, 9 May 2005

Abbreviations and Acronyms

AF—Air Force
AEF—Air Expeditionary Force
AFI—Air Force Instruction
AFRC—Air Force Reserve Command
AFTO—Air Force Technical Order
AMC/A37TR—Air Mobility Command, Aircrew Operations and Training Division, Training Resource Branch
AMC—Air Mobility Command
ANG—Air National Guard
AO—Air Operations officer
AOR—Area of Responsibility
ARMS—Aviation Resource Management System
AUR—Accomplishment Utilization Report
AVDO—Aerospace Vehicle Distribution Officer
AVPOL—Aviation Petroleum Lubricant
AVUM—Aerospace Vehicle Utilization Monitor
BER—Budget Execution Review
CAF—Combat Air Forces
CJCS—Chairman Joint Chiefs of Staff
CONUS—Continental United States
CoP—Community of Practice

CPFH—Cost Per Flying Hour

DLR—Depot Level Repairable

EEIC—Element of Expense / Identification Code

EMAC—Emergency Medical Assistance Compact

EOY—End-of-Year

FEMA—Federal Emergency Management Agency

FH—Flying Hour

FHP—Flying Hour Program

FHWG—Flying Hour Working Group

FY—Fiscal Year

G081—IMDS for Mobility

GPC—Government Purchase Card

GSD—General Support Division

HHQ—Higher Headquarters

HQ USAF—Headquarters United States Air Force

IAW—In Accordance

With

IMDS--Integrated Maintenance Data System

IMT—Information Management Tool

MAF—Mobility Air Forces

MAJCOM—Major Command

MDS—Mission Design Series

NGB—National Guard Bureau

OCO—Overseas Contingency Operations

OCR—Office of Coordinating Responsibility

OEF—Operation Enduring Freedom

OG/CC—Operations Group Commander

OIF—Operation Iraqi Freedom

ONE—Operation Noble Eagle

O&M—Operations and Maintenance

O&M—R--Operations and Maintenance - Reimbursable

OPR—Office of Primary Responsibility

PAA—Primary Aircraft Assigned

PB—President's
PE--Program Element
PEC—Program Element Code
PEM—Program Element Monitor
POM—Program Objective Memorandum
RDS—Records Distribution Schedule
REMIS—Reliability and Maintainability Information System
SAAM—Special Assignment Airlift Mission
SAF/FM—Secretary of the Air Force/Financial Manager
TACC—Tanker Airlift Control Center
TDY—Temporary Duty
TFI—Total Force Integration
TWCF—Transportation Working Capital Fund
UCMJ—Uniform Code of Military Justice
UTE—Utilization

Terms

Air Staff—Headquarters Air Force functional area staff agencies.

Budget Execution Review II (BER II)—This is the budget execution review and programmatic re-pricing activity which occurs at the midpoint of the fiscal year.

Budget Execution Review III (BER III)—This is the budget execution review that occurs at the end of the third quarter of the fiscal year. During this exercise projected flying requirements are re-addressed, and un-executed hours are returned for re-distribution.

Modeling—The process that commands use to determine specific Mission Design Series (MDS) flying-hour requirements for programming purposes.

Over—fly Credit--Over-fly credit is achieved when a unit fully executes its total approved flying hour allocation. NGB/A3 must approve allocation over-fly.

Reimbursable Flying Hours—Hours flown for other agencies or AF which are reimbursed back to the ANG. These hours are flown in support of HHQ missions that are not provided for within the ANG appropriation.

Transportation Working Capital Fund (TWCF)—A fund established to provide peacetime airlift for external customers at a competitive rate with civilian carriers.

Office Symbols

NGB/A3—Air, Space & Information Operations

NGB/A3E—Executive Support Services Division

NGB/A3O—Operational Readiness Division

NGB/A3OS—Operations Support Branch

NGB/A3XE—Deployments Executions Branch

NGB/A3XS—Support Branch

NGB/FM—Financial Management

NGB/A4MM—Maintenance Management Branch

NGB/A4R—Logistics Readiness Division

NGB/A4PY—Weapons Systems Sustainment Branch

Attachment 2

BUDGET EXECUTION REVIEW (BER) FLYING HOUR ALLOCATION REQUIREMENT ADJUSTMENT REQUEST

This request will be used for initial allocation and all fiscal year adjustments.

Unit Wing Number: _____

ANG Unit Requirements

MDS	PEC	Total O&M	Total TWCF	Total OCO	Grand Total

AD/AFRC Associate Unit Requirements

MDS	PEC	Total O&M	Total TWCF	Total OCO	Grand Total

Note: Active Duty and AFRC will have a different Program Element Code (PEC)

Wing Flying Hour POC: _____

Column 1: MDS (F-16C/D, C-130H, LC-130H, RC-26), Etc.

Column 2: PEC Code (Program Element Code) - Check with your MX P&S if you don't know your PEC code. PEC's are also listed on the ANG Mission Symbol Master list.

Column 3: Total O&M training hours.

Column 4: Enter the total TWCF airlift hours.

Note: Airlift units should combine all TACC tasked airlift into this category including CONUS and OCONUS.

Column 5: Total Overseas Contingency Operation (OCO) O&M hours.

Note: Do not include TWCF airlift.

Column 6: Enter the grand total of hours you plan on flying for each aircraft type.

Wing Flying Hour POC: Name, Rank, DSN, and Commercial Phone #.